**SharePoint Project for T&C Report**

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Important Notes:

1. If there are any problems, contact Tony Lee at [chunglee2018@u.northwestern.edu](mailto:chunglee2018@u.northwestern.edu)
2. Make sure browser pop-up is not blocked
3. Use Internet Explorer to ensure no errors
4. Disable Skype plugin to get rid of Skype button in page
5. “OK” at end of speaker if speaker agreed to speak

Project Structure:

1. 3 files total, myScript.html (form on webpage), myScript.css (styling), myScript.js (dynamic data manipulation)
2. myScript.html makes up the page we see before we generate the report
3. myScript.css styles the different elements of the report and the printing format
4. myScript.js generates the report

Instructions to Download Files:

1. Go to the SharePoint site <http://community.nml.com/sites/fo/tacr/_layouts/15/start.aspx#/_layouts/15/viewlsts.aspx>
2. Click “site contents”, and “site assets”
3. The 3 “myScript” files should be located here

Instructions for Use:

1. Go to <http://community.nml.com/sites/fo/tacr/SitePages/TCReport.aspx> to access form
2. Alternatively, click on “Meeting Report” on left side of the page
3. Select an event to generate report on, events are automatically loaded
4. Select a start date and end date for sessions to be included
5. Select contact attributes to be included in report (Can choose to select all)
6. Add notes for the report
7. Click “Create Report” on bottom to generate report in new webpage
8. To print, right click on page and press “print”

JS file breakdown:

1. All variables are declared in the beginning, both constant and dynamic
2. querySpeaker() and speakerCallback() stores all speaker/contact information in variables
3. queryVenue() and venueCallback() stores all venue information in variables
4. queryListItems() and onSucceededCallback() query the sessions list and generates report
5. All helper functions are at the end of the JS file
6. $(window).load(function()) is executed as soon as the html file is loaded

**T&C Report Task List**

Completed:

* Dropdown box to select event that a report needs to be generated for
* Included two date fields to display sessions during those dates in the report
* Checkbox for which contact attributes to be included
* Textbox to input custom report notes
* Created all data fields for Events, Sessions, Contact, and Venue SharePoint Lists
* Cover page in the beginning of each report that includes the name and venue
* Formatted T&C Report and styled according to current report standards
* Included all necessary data in report, such as session and contact information
* Sorted all sessions based on chronological order

Future Improvements:

* Enterprise data integration
* Display contact type on session
* Enhanced export options
* Add in different report types
* Compatibility with large data sets
* Make all fields dynamic when running report
* Format and design improvements